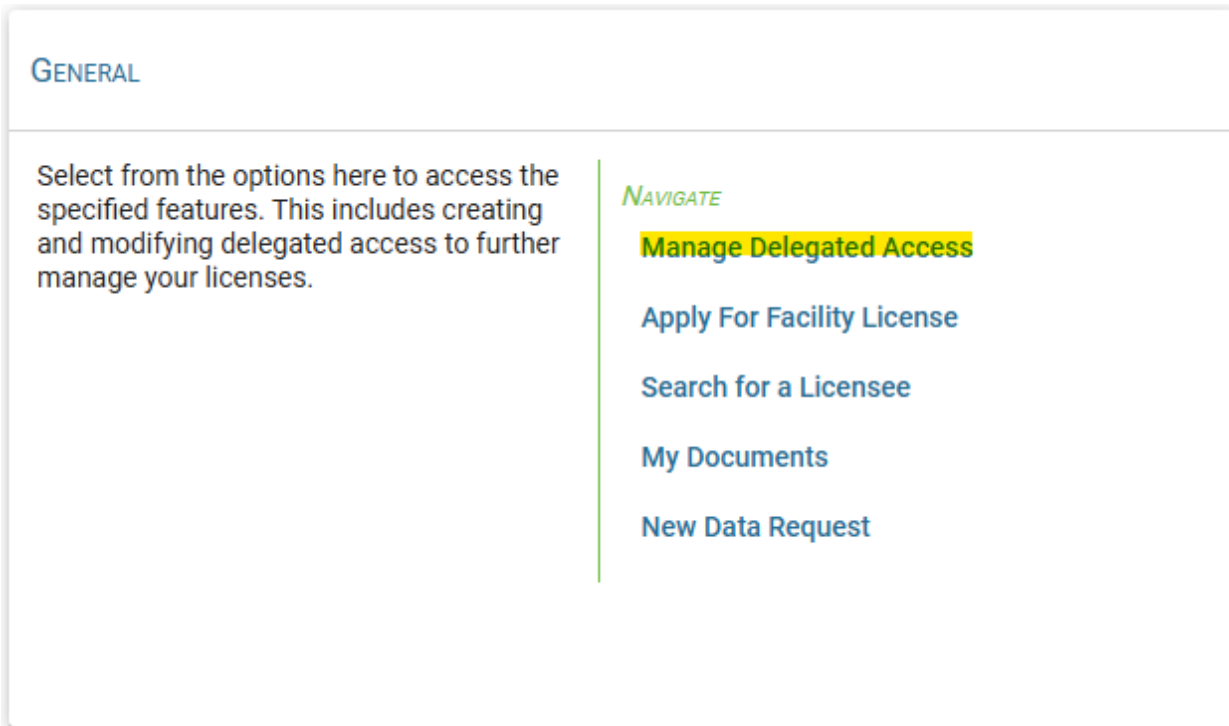


Creating a Delegate Token

For a facility licensee account holder who wishes to maintain account control, but grant another user access to a license for the purpose of renewal, submitting new applications, and/or change requests follow these steps:

Log in to your online account

On the home screen, click General>Manage Delegated Access



The next screen will show



MANAGE DELEGATED ACCESS

Scroll down to the section titled Tokens and click the + sign

To create a new token, select the plus sign next to "Tokens" or select "Create Delegated Access" under the navigation pane (upper right-hand corner).


TOKENS (0)						
TOKEN	STATUS	START DATE	END DATE	CREATED DATE		ACTIONS
No entries.						



Read and attest to the Tennessee Notice that follows and click 'Next'

Under Managed Licenses, select the desired license(s) for which a token is needed by clicking the + sign.

MANAGED LICENSES (7)

NAME ↑↓	TYPE ↑↓	NUMBER ↑↓	STATUS ↑↓	ADDRESS ↑↓	PHARMACIST IN CHARGE ↑↓	ACTIONS
[REDACTED]	MF - Manufacturer	[REDACTED]	Active	[REDACTED]	[REDACTED]	

Note: Online access can only be delegated if the application is in 'started' status.

This will move the license number to the Selected Licenses section.

If you would like the delegate to be able to submit applications on behalf of the facility licensee, indicate so under "Additional Permissions."

ADDITIONAL PERMISSIONS


Create Application

[Cancel](#) [Previous](#) [Next](#)

Click 'Next' when ready to proceed.


Acknowledge and confirm on the next screen.



 Confirm Access Token

Copy the token and forward the information to the delegate. The recipient will first need to create or login to their own Minnesota Board of Pharmacy user account. Once logged in, the recipient must paste the URL (you provided) into their web browser and complete the prompts for delegated access.

4

 Delegation Token Detail

- **A token is only valid for 72 hours. You will need to provide the intended recipient the token below. The recipient must complete the prompts for delegated access. Failure to apply a token within 72 hours will invalidate the token.**
- Note: You will be able to download a confirmation which contains the token and aforementioned instruction

TOKEN

https://[REDACTED] 

Click 'Next' to confirm and complete the process. The token will not be accessible until the process is completed in step 5.


5


✓ Review


To download a confirmation of these changes, including the token, select "Download Confirmation."

You must select "Finish" in order for the token to process

REFERENCE # 381

 Download Confirmation

 Cancel

 Previous

 **Finish**

Once completed, the delegate will be able to apply the token through their own individual account.